**SARA TILLOTSON**

28684 E. 139th, Coweta, Oklahoma 74429

(918) 381-4686

saraltillotson@gmail.com

Notary Public

**EDUCATION**

January, 2010 to Dec., 2013 Oklahoma State University Liberal Studies

 Tulsa, OK 74106 Music

August, 2006 to Dec., 2009 University of Central Oklahoma Piano Performance

 Edmond, OK 73034

**HONORS AND AWARDS**

Dean’s Honor Roll

**WORK EXPERIENCE**

**Private Piano and Flute Lessons Teacher – 2005 to Present**

Teach students of all ages instrumental practice and performance

**Legal Assistant - Heartland Title & Closing, Edmond, OK – May 2008 - March 2009** General office duties, assist with title work and abstracts, sort oil and gas leases and land deeds, tab oil and gas leases, calculate percentages, type title opinions in Microsoft Excel

**Office Support Tech - BHP Billiton Petroleum, Tulsa, OK - August 2011 - June 2012**

Order office supplies, fill in for receptionist, prepare and maintain employee manuals, maintain kitchens, work in Microsoft Excel, assist with other support services as needed

**Legal Assistant - Medley & Rowland, Oklahoma City, OK - July 2012 to June 2013**

Maintain office for attorneys including scheduling meetings, greeting clients, maintaining and organizing filing system, drafting correspondence and pleadings, filing, requesting and handling medical and billing records, courier, maintain the firm’s calendar/docket, QuickBooks and handle firm billing, assist at trial, and make travel arrangements

**Specialist, Client Services – CBRE, Oklahoma City, OK – July 2013 to Feb 2014**

Assist commercial real estate brokers by updating real estate websites utilizing Adobe CS6 Suite to update marketing brochures.

**VOLUNTEER EXPERIENCE**

Dillon International 09’-Present Volunteer

Big Brothers Big Sisters 08’- 09’ Mentor

Asian American Student Association 08’- 11’ Member

City Rescue Mission 12’-13’ Volunteer